



PATRONS

Writing Off Fines

1. Click 'Payment'

Checking out to Bonnie DaDog (31415926535897)
Cannot check out!
Overdues: Patron has **ITEMS OVERDUE**. See highlighted items below
Fees & Charges: Patron has Outstanding fees & charges of 9001.00. Checkouts are **BLOCKED** because fine balance is **OVER THE LIMIT**. Make Payment

Notes:
test patron

Messages:

2a. To write off *all* fines, click "Write off all" then click "OK"

Account Pay fines Create manual invoice Create manual credit

Fines & charges	Sel	Description	Account type	Notify id	Level	Amount	Amount outstanding
Pay Write off	<input checked="" type="checkbox"/>	F Fine 243742 (How to hold a crocodile /)	F	1	0	9001.00	9001.00

Pay amount Write off all Pay

Are you sure you want to write off 1.00 in outstanding fines? This cannot be undone!

OK Cancel

2b. To write off fines of *one item*, click "Write off" next to the item

Account Pay fines Create manual invoice Create manual credit

Fines & charges	Sel	Description	Account type	Notify id	Level	Amount	Amount outstanding
Pay Write off	<input checked="" type="checkbox"/>	F Fine 243742 (How to hold a crocodile /)	F	1	0	9001.00	9001.00

Sub total: 9001.00
Total Due: 9001.00

Pay amount Write off all Pay selected Cancel

Write off an individual fine

Description	Account type	Notify id	Level	Amount	Amount outstanding
F Fine 243742	F	1	0	9001.00	1.00
Total amount to be written off:					1.00

Write off this charge Cancel

Click "Write off this charge" to confirm